

SECRET

INSPECTION AND SECURITY

Budget Estimate Fiscal Year

1951

SECRET

CENTRAL INTELLIGENCE AGENCY
CHIEF OF INSPECTION AND SECURITY
BUDGETARY ESTIMATES FOR FISCAL YEAR ENDING 30 JUNE 1951

FUNCTIONS:

This Office was created for the purpose of aiding the Director in formulating programs and policies relating to the security of all Central Intelligence Agency activities, personnel, installations and equipment; of establishing safeguards necessary to prevent penetration by agents of foreign countries and/or unauthorized elements; of obtaining through investigation and liaison contact pertinent information regarding personnel for employment, assignment, or association with CIA; and of performing examination and audits in determining the effectiveness with which such programs and policies are being promulgated. As authorized by the Director, it coordinates and engages in policy and program planning of such emergency measures as conditions demand. It prescribes Central Intelligence Agency security policy relating to the liaison and contact relations with Federal Departments and Agencies and certain other organizations. It receives reports of violation or noncompliance with Central Intelligence Agency policies or regulations, investigates and recommends or initiates appropriate action as may be required. It performs audits and inspections of vouchered and unvouchered funds, reporting results to the Director in person or through the Chief of Inspection and Security. It makes such inspections and reports as ordered by the Director of any and all installations, offices or personnel of Central Intelligence Agency at home and abroad as well as inspections requested of the Director by the National Security Council.

COORDINATION:

It is necessary to cooperate with the Department of the Army; Department of the Navy; Department of State; Department of the Air Force; State-Army-Navy-Air Coordinating Committee; Joint Security Control, Joint Chiefs of Staff; Atomic Energy Commission; Federal Bureau of Investigation and other Governmental Departments, Agencies and Committees in order to implement security planning and coordinated functions in the safeguarding of classified information and intelligence material, clearance of personnel for assignment to, or duty with,

SECRET

SECRET

C. I. A. In addition to specific problems mutually handled and disposed of, the Office maintains continuing active liaison with Federal Government departments and agencies to the extent necessary for the implementation of authorized security planning and coordinating functions concerning secret means of communication, security of counter-intelligence and counter-espionage techniques and other similar and related matters.

ACCOMPLISHMENTS:

During the fiscal year 1949 Inspection and Security conducted inspections with reference to security problems in the Reproduction Division, Services Branch of CIA; with reference to the functions and activities of the Property Survey Board in connection with property control; and with reference to the CIA property procurement program and property utilization and disposition. Inspections of Foreign Broadcast Intelligence Branch installations in Western Europe and North Africa were conducted and a field survey was conducted in Latin America. As the result of inspections data was compiled and reports prepared which set forth recommendations for improvements and continued follow-ups on reports were made to insure the accomplishment of improved security measures, and the supporting services of administration, supply, and management.

25X1
25X1

SECRET

Page Denied

SECRET

25X1

OBJECTIVES:

Inspection and Security, through the Inspection Branch, will continue to furnish the Director, CIA, with factual data on any subject of special inspection or investigation as directed, and make pertinent recommendations where appropriate. By continuing the inspection of domestic and foreign installations the efficiency of CIA operations will be increased and improved by suggestions and recommendations based on the facts developed. By inspections determines progress of installations and recommends corrections of deficiencies to insure the operational fuction of the plans and policies of the Director in accordance with the current intelligence situation. It is anticipated that Security Branch, Personnel Security Division will effect [] clearances through the Federal Bureau of Investigation of new employees of CIA and that [] re-investigations of employees will be accomplished. It is anticipated that []

25X1
25X1
25X1
25X1

[] There is an expected increase of activity with reference to cryptographic clearances, approval of inter-agency transfers, clearances for Alternate or Assistant Top Secret Control Officers, clearances for access to special types of intelligence in formation, exit interviews, leaving for overseas duty, extended leave of absence, or transfer from vouchered to unvouchered categories [] as requested. Approximately [] special interviews are anticipated with reference to reviews by other agencies and [] interviews are anticipated in connection with personal security problems. Physical Security surveys will be conducted of each new field office and security requirements met for each activated office; subsequent surveys will be made to determine compliance with security requirement and to determine the development of further security problems. It is anticipated that 4 security indoctrination courses will be held weekly for new employees and for the re-indoctrination of current employees. Counter-measures are being developed and subsequent renewal and improvement of

25X1
25X1

SECRET

Approved For Release 2008/02/19 : CIA-RDP79-00265A000200030002-5

SECRET

security measures will be instigated to guard against penetration by mechanical, electrical and electronic methods and the monitoring program will be increased to provide improved security for the best interests of the Agency. Plans are in progress to create a guard force within CIA, instead of that supplied by PBA, to provide better protection through more efficient training and instruction courses.

25X1

In addition to the operational activities, numerous security problems affecting policy are expected to be resolved through analysis, research and recommendation.

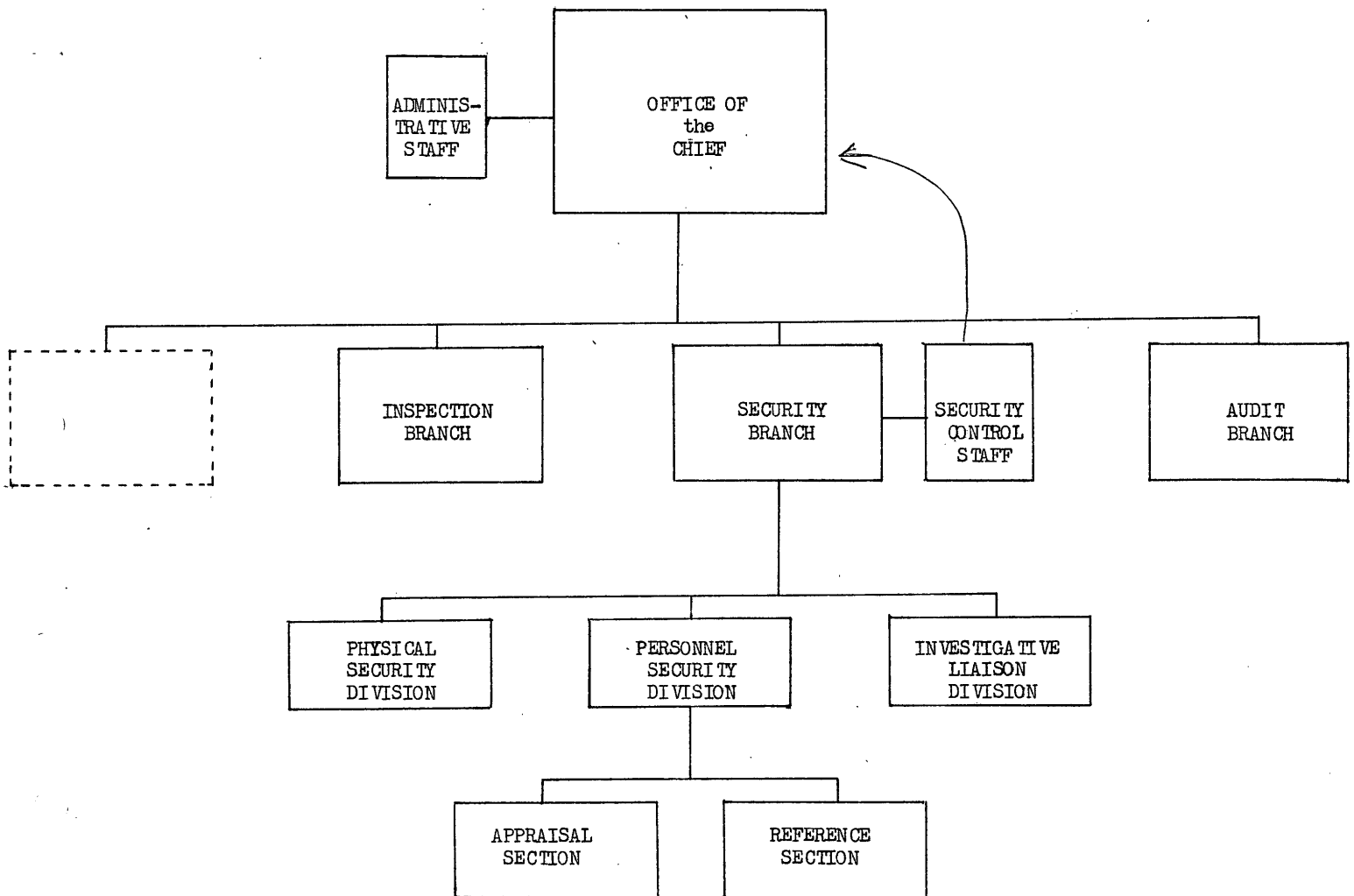
SECRET

Approved For Release 2008/02/19 : CIA-RDP79-00265A000200030002-5

Page Denied

Next 1 Page(s) In Document Denied

~~SECRET~~
INSPECTION AND SECURITY



~~SECRET~~

SECRET

OFFICE OF CHIEF

As a staff officer of the Director is responsible for the security of all CIA activities (except communications security) and develops in cooperation with other security agencies of the government uniform security control policies and practices on matters of mutual concern, and exercises general supervision over the administration of this staff.

Performs special inspections and investigations directed by the Director; provides for inspection of CIA offices for security enforcement, and inspection of the utilization, maintenance, accountability for and disposition of CIA property, equipment and supplies; evaluates the property procurement program; secures reports of all violations of security policies and regulations committed by CIA personnel and initiates appropriate action in each case.

Undertakes such planning for security projects as may be directed by the Director.

Formulates and supervises the implementation of security policies relative to the safeguarding of classified information, the security of operations, personnel and installations of CIA and the eligibility of other agencies to secure CIA classified information; determines the adequacy of security controls in such agencies.

Provides for the examination and audit of all CIA fiscal transactions, including property procurement and transportation actions.

Provides for investigation, and determines security clearance of all personnel employed by or assigned to CIA, and individuals or organizations who are to be contacted by CIA on intelligence matters; maintains a central record of security reports on individuals and organizations investigated, and controls access to such records.

Maintains liaison with the FBI and other agencies on all personnel and physical security matters pertaining to CIA.

SECRET

Page Denied

SECRET

ADMINISTRATIVE STAFF

This Staff provides the administrative support for the several branches and field operations. It establishes, develops and maintains internal operating policies and administrative procedures; is accountable for Inspection and Security property; prepares reports, studies and budget estimates; and performs all other administrative functions as required by Inspection and Security regarding protection of personnel and material, audit and inspections, research, investigation, personnel, travel, and other activities as indicated in the functions set forth by the several branches.

SECRET

Page Denied

SECRET

INSPECTION BRANCH

FUNCTIONS:

To conduct such inspections and investigations and make such reports as directed by the Director of Central Intelligence of any and all installations, offices or personnel of CIA at home or abroad. Such inspections and reports may comprise all phases of intelligence activity, and the necessary supporting services of administration, transportation, supply, security and personnel. To perform necessary surveys for the National Security Council as required by NSC 29. (See UV Budget Estimate.)

Inspectors are required to advise and recommend improvements of assistance to personnel actively engaged and to make full reports with recommendations upon completion personally to the Director through the Chief of Inspection and Security.

The Inspection Branch will continuously inspect the utilization, maintenance, accountability for and disposition of CIA property, equipment and supplies, to include evaluation of the procurement program. In those cases where the responsible official fails to take appropriate corrective action within a reasonable period, cannot take corrective action with means at his disposal, or does not agree that a deficiency exists, the Inspector will make an appropriate report and recommendations to the Executive for the information of and action by the Director. In such cases, a copy of the report will be furnished by the Chief of Inspection and Security directly to the responsible official concerned.

The Inspection Branch must be continuously aware of the policies and plans of the Director and of the current intelligence picture in order that it may successfully carry out its mission. The Branch keeps records indicating progress of installations inspected, deficiencies found, and the general efficiency level of the whole.

The Inspection Branch must be particularly prepared to make recommendations which will increase the efficiency of activities abroad.

SECRET

SECRET

ACCOMPLISHMENTS:

The more important accomplishments attained by the Inspection Branch in the past year were:

- a. Inspection of FBIB installations in Western Europe and North Africa.
- b. Inspection of Reproduction Division, Services Branch.
- c. Inspection of Property Survey Board functions and the activities of Services Branch in connection with property control.
- d. Inspection and evaluation of the CIA property procurement program and inspection of property utilization and disposition.
- e. Other inspections and investigations as directed.
- f. Continuing follow-ups on inspection reports to insure the accomplishment of recommended improvements.

OBJECTIVES AND JUSTIFICATION:

- a. To furnish the Director of Central Intelligence Agency with factual data on any subject of special inspection or investigation as directed by the Director of Central Intelligence, and to make pertinent recommendations concerning the subject where appropriate.
- b. To increase or improve the efficiency of CIA operations by means of continuing inspections of domestic and foreign installations and collateral suggestions and recommendations for improvement.
- c. To keep continuously aware of the plans and policies of the Director and of the current intelligence situation and to maintain records indicating progress of installations inspected and the correction of deficiencies found so that it may be in a position to make reports and recommendations for improvement.

SECRET

Page Denied

SECRET

AUDIT BRANCH

FUNCTIONS:

At the direction of the Director, conducts audits in the United States and abroad of expenses and fiscal transactions; appraises adequacy of accounting records and procedures; examines property accountability records; conducts special investigations; and submits to the Director a written report covering each assignment including, where appropriate, recommendations for corrective action and improvements in systems and procedures.

ACCOMPLISHMENTS:

The major achievement of the Audit Branch in the fiscal year 1949 was the completion of an audit, started in the fiscal year 1948, of expenditures and financial transactions recorded in the accounts [redacted] for the period 20 October 1946 through 31 December 1947 and the submission to the Director of a certification and final report covering that audit.

25X1

OBJECTIVES AND JUSTIFICATION:

It is anticipated that the functions and activities of the Audit Branch will be substantially the same in the fiscal year 1951 as they have been in the current fiscal year.

25X1

SECRET

Page Denied

SECRET

SECURITY BRANCH

Devises, develops and enforces security policies, procedures and programs to provide for the safeguarding of classified information and intelligence material, the security of personnel, installations, the sensitive sources of information and operational methods. Through the Physical Security Division plans and directs a security program for the safeguarding of CIA's classified information in [] departmental and field installations; prepares security regulations and advises individual units as to their application; conducts surveys to insure an unrelaxed control over classified documents; maintains a security control over visitors' passes, the issuance of employees' badges and supervises the guard system; maintains a research program for developing and using advanced security protective measures; conducts a security indoctrination and re-indoctrination program. Through the Investigative Liaison Division engages in investigative activities and maintains liaison for [] activities with the Department of the Army, Navy, State Department, Federal Bureau of Investigation, and other governmental agencies in support of other offices of CIA. Through the Personnel Security Division appraises and analyzes investigative material for scope and coverage of investigations. Rates investigations according to standards of security; recommends approval or disapproval of applicants or employees; conducts interviews on security matters; maintains reference information and records on individuals and organizations and controls access and dissemination thereof.

25X1

25X1

SECRET

Page Denied

SECRET

SECURITY CONTROL STAFF

FUNCTIONS:

Devises, formulates and supervises the implementation of security policies, procedures and programs designed to provide for the safeguarding of classified information and intelligence material while in the custody of, in transit through or in the process of transmission outside the Agency, as well as to safeguard the security of personnel, installations, sensitive sources of information and operational methods. It prescribes CIA security policies relating to planning, organization and direction of over-all security programs to control the contact and liaison relations between this Agency and other Federal Government departments and agencies, as well as foreign governments, in connection with the interchange of intelligence information and material. It renders interpretations, opinions and decisions with respect to the security policies of the Central Intelligence Agency relation to the collection, safeguarding and dissemination of Agency information and intelligence material. It serves as consultant, from the security standpoint, in coordinating public relations and the release of information concerning CIA for publication. It makes recommendations and renders decisions in connection with requests of personnel of CIA for permission to publish their writings, deliver public addresses, conduct study groups, make radio broadcasts, teach classes, participate in foreign travel, etc., or to engage in other extra-official activities. It maintains continuing liaison with Federal departments and agencies to the extent necessary for the implementation of authorized security planning and coordination functions concerning secret means of communication, technical security techniques, counter intelligence, and other similar and related matters; and plans and conducts security surveys in other Federal departments and agencies to assure that CIA classified material is properly protected and that the personnel having access to CIA material meet CIA security requirements for such responsibilities. Based upon the result of such surveys, this Staff develops and issues policy memoranda to guide CIA in the collection, dissemination and liaison with various Federal departments and agencies.

ACCOMPLISHMENTS:

Reviews have been made and decisions rendered with respect to approximately ☐ requests for security clearance to submit academic papers, publish articles, file for Civil Service examinations, teach evening classes, attend language classes, complete questionnaires, give

25X1

SECRET

SECRET

radio and public addresses, engage in private foreign travel, etc. Opinions and interpretations have been offered and decisions given in response to [] requests from personnel and offices of CIA relating to security problems. - A policy was established for the dissemination of SECRET classified material to the Federal Reserve System. A survey was conducted and recommendations were offered concerning reproduction of vital I & S documents and their safe storage outside of Washington, D. C. A continuing study within CIA of classification of documents from the standpoint of intelligence content was instituted. Security policy was issued in connection with the implementation of the External Research Program. A policy was drafted controlling the recreational activities of CIA employees. A security policy governing the purchase of publishers catalogues was formulated and released. A security policy concerning identifying information appearing on CIA forms for use of overseas installations was established. A security policy permitting the retention of microfilm copies of CIA salary checks by the Treasury Department Disbursing Officer was issued. As a result of a detailed study, security recommendations amending the distribution list of FBIB publications were submitted. A sixty hour Security Training Course for I & S personnel was prepared, initiated and supervised. - A study was made of procedures governing personnel clearances in OSD, JCS, RDB and Munitions Board. Security guidance relative to the transportation and storage of excess copies of JANIS publications was furnished. Policies and procedures concerning security clearance for contacts with U. S. nationals were issued. A security policy in connection with the filling out of U. S. individual income tax returns by CIA employees was instigated. A security policy concerning the release of special working papers [] was established. A security policy governing the purchase of foreign periodicals was formulated. A proposed Directive governing liaison contacts for OPC was prepared. Security surveys of the Armed Services Petroleum Board, the Army Map Service and the Post Office Department were conducted. Information for the Commanding General of the Military District of Washington for inclusion in the Strategic Vulnerability Survey of Washington was prepared. A security policy for sending classified material outside the United States was issued. A revised Administrative Instruction [] Subject: "Security Requirements for CIA Personnel Engaged in Private Foreign Travel", was drafted. A policy covering the transmittal directly by the publishers of unclassified periodicals and newspapers [] was issued. A Security Guide for FBIS overseas installations was prepared. A special security policy for the control of visitors to FBIS field installations was prepared and released. A security policy for dissemination of CIA publications [] was issued. []

25X1

25X1

25X1

25X1

25X1

225X1

SECRET

SECRET

[redacted]
[redacted] All material for inclusion in the [redacted] was reviewed and changes as necessary to meet security requirements were recommended. A security policy as a basis for answering a request of the Secretary of the Army for the downgrading of certain CIA classified documents was drafted. A policy directive to OCD covering the dissemination of CIA classified material to ECA overseas missions was issued. [redacted]

[redacted] Contact Security Policy Memoranda were redrafted and issued on 25 non-IAC Government agencies. Served as representative of the Director of Central Intelligence during the year at the regular meetings of SANACC (Sub-Committee-MIC).

OBJECTIVES AND JUSTIFICATION:

To continue present functions and to constantly strengthen and improve security control policies and procedures on matters of mutual concern to CIA and other security agencies of the Government by continuing study, analysis and consultations with executive personnel of other Federal governmental agencies.

To improve and implement over-all security policies for the collection and dissemination of intelligence information and classified material by appropriate modifications of existing policies when deemed necessary and advisable as a result of continuing study.

To periodically review over-all security regulations for the control of internal security practices and to consistently develop an improved and strengthened security structure.

SECRET

25X1
25X11

25X1
25X1
25X1

Page Denied

SECRET

INVESTIGATIVE LIAISON DIVISION

FUNCTIONS:

To engage in investigative activity and liaison coordination in effecting receipt of pertinent information from Army, State, Navy, Federal Bureau of Investigation and other Government agencies as well as other sources, from which such intelligence is obtained that will serve for analysis in evaluating suitability of personnel associated with or employed by CIA. This information to be used in connection with personnel investigations in supporting the operations of Inspection and Security in protecting personnel and material and safeguarding the classified information of the Agency as well as supporting the activities of other Branches in CIA.

25X1

ACCOMPLISHMENTS:

The Investigative Liaison Division began formal operations on 1 May 1949

25X1

25X1

OBJECTIVES AND JUSTIFICATION:

It is anticipated that the proposed increase in activities of Research Branch will reflect in increased demands on Investigative Liaison Division.

25X1

25X1

SECRET

Page Denied

SECRET

PHYSICAL SECURITY DIVISION

FUNCTIONS:

The Division plans and directs a security program for the safeguarding of CIA's classified information [redacted]

[redacted] It plans, establishes, executes and supervises security procedures and systems for the protection of intelligence operations of CIA. It prepares security regulations, keeps them current with sound security practices and dictates of changing world-wide conditions. It advises CIA organizational units in application of security regulations as applicable to individual organizational conditions. It conducts surveys on a continuing basis to determine that all CIA organizational units and field offices observe and practice the prescribed security requirements [redacted]

25X1
25X1

25X1
25X1

The Division controls the operation of the CIA Disaster Plan developed with the cooperative support of the Metropolitan Police, the District Fire Department as well as organizations of Department of the Army. This plan is designed to safeguard the Agency's classified information and installations in the event of natural disaster, civilian commotion, attempted penetration or other emergencies. It completes surveys and studies for projects or operations requiring specialized security protection. It confers with representatives of other Federal agencies in connection with security matters of mutual interest and performs such other functions as circumstances may require.

ACCOMPLISHMENTS:

During the 1949 Fiscal year this Division conducted research in the field of electronics, safekeeping containers and locks of various types, alarm systems, incinerators, mechanical machines for shredding documents, etc. It held discussions on numerous and varied security

SECRET

SECRET

problems in order to reconcile operational and security requirements. It made studies for purpose of improving the Agency's security methods and procedures.

25X1

Conferences were held with representatives of other Government agencies in connection with security matters of mutual interest and security measures were adopted and agreements executed.

A sound state of security throughout the Agency has been maintained and improvements are being developed through further research.

OBJECTIVES:

The objectives for the Fiscal year 1951 will, to a large extent, parallel the activities of the current Fiscal year. In addition to the normal activity outlined in the preceding paragraph, however, plans and procedures have been formulated for the implementation of the following projects during Fiscal year 1950 and thereafter on a continuing basis:

a. Surveys and Re-surveys of Field Installations.

At least one survey for each Field office will be made, one survey at the time the Field office is activated and normally a subsequent survey to determine that the approved recommendations have been carried out properly and that the security procedures prescribed for the installations have been established and are being observed by the office personnel.

SECRET

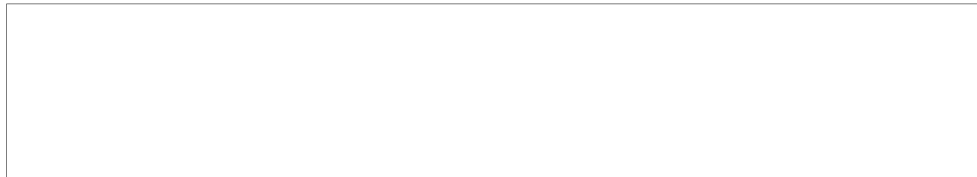
SECRET

b. Indoctrination Program.

A decided increase in indoctrination is contemplated. This will include the basic indoctrination received by all new employees shortly after entrance on duty; re-indoctrination to be given subsequently to re-educate all employees; an advanced or special indoctrination to all employees of certain offices upon the specific request of the Chief of such office. Whereas at the present time approximately 2 classes are held weekly, by 1951 it is expected that there will be at least a total of 4 classes per week.

c. Technical Activities.

With the steadily increasing advances made in the field of electronics, it is expected that the Division will need to expand its responsibilities to properly protect the Agency's classified material and information from penetration by mechanical, electrical or electronic methods. This entails the continuing study of microphones, amplifiers, recorders, transmitters and carrier systems, etc. in order that appropriate counter-measures may be adopted to preclude their successful use against the interests of the Agency.



25X1

d. Investigations.

It is expected that the investigative work-load will be considerably increased by the necessity of investigating security breaches



25X1
25X1

SECRET

SECRET

e. Guard Force Training and Instruction Program.

With the successful completion of arrangements with P.B.A. to create a separate Guard Force under C.I.A. control, this Division now has the responsibility of efficiently organizing such a force. Considerable progress in this direction has already been made. One of the major projects in connection with the formation of CIA Guard Force is that of training and instructing the members of the Group. Plans for such training have been formulated and it is expected that the training courses will begin during the coming Fiscal year. It is expected that the initial training and instruction will carry over into the Fiscal year 1951 and will thereafter be conducted on a continuing basis as necessitated by personnel turnovers and re-training of guards in service.

JUSTIFICATION:

In continuance of functions outlined above and in accordance with the objectives mentioned it is believed that certain increases will be necessary for personnel services.

--

25X1

SECRET

Page Denied

SECRET

PERSONNEL SECURITY DIVISION

FUNCTION:

It causes investigations to be made of applicants for employment by, or assignment to, CIA, as well as reinvestigations of CIA employees. It makes comprehensive appraisals of all pertinent information and analysis investigative material as to its scope and coverage with view to determining necessity for and type of further investigations. It determines whether or not the applicant or employee meets the security standards of the CIA and makes recommendations as to approval or disapproval. It maintains close liaison with the Federal Bureau of Investigation, which agency conducts, for the most part, the necessary investigations.

It maintains current records of suitability of individual employees and must make recommendations as to the clearance of employees for inter-agency transfers.

It conducts interviews of a personnel security nature with employees leaving the Agency, accepting overseas assignments, taking leave without pay for periods in excess of 60 days, or transferring from vouchered to unvouchered funds; briefs employees concerning security obligations, and receives from them all passes, badges, or credentials which, for security reasons, should not be retained by them.

It determines necessity for interviewing the Subject of an investigation in order to clarify information developed or to obtain further information and leads.

Necessary checks with other Government agencies are initiated through the facilities of the Investigative Liaison Division in connection with (1) miscellaneous cases arising in the Division; (2) personnel of other Government agencies who serve as contacts for CIA overt personnel:

--

25X1
25X1

SECRET

SECRET

PERSONNEL SECURITY DIVISION

Determinations are made as to the information contained in the security files of the Division which should be disclosed to authorized representatives of other Government agencies in the interests of overall effectiveness of the Employee Loyalty Program. Initial determinations are also made as to which representatives seeking information contained in the Division files are authorized to receive the requested information in compliance with Administrative Instructions.

Information of personnel security interest is procured from other Federal agencies for the maintenance of reference data necessary for the operation of the Division.

Coordination of interest by various operating branches in the same individual is initiated by the Division under the provisions of Administrative Instructions.

It maintains necessary central records reflecting certain trends and developments, subversive groups and fronts for such organizations, as well as information relating to individuals of questionable loyalty, which are made readily available through the filing facilities of the Division. These facilities also contain active files on each employee of the Agency, and certain personnel affiliated with the Agency.

ACCOMPLISHMENTS:

During the fiscal year 1948-1949, [] persons were security approved, [] were disapproved for security reasons, and [] cases were either closed by the Personnel Officer subsequent to initiating the investigations and prior to granting final security decisions, or were transferred during that stage of security processing from one investigative facility to the other.

25X1

25X1

25X1

SECRET

SECRET

PERSONNEL SECURITY DIVISION

25X1

OBJECTIVES AND JUSTIFICATIONS:

It is reasonable to assume that security determinations must be effected in connection with [] cases in order to provide the required increase in CIA strength as estimated by the Personnel Officer, and that, in addition, [] investigations of CIA employees will be initiated and evaluated during the year. []

25X1
25X1
25X1
25X1

It is believed that the increased activity in the following categories will be in an approximate direct ratio to the size of the Agency in the fiscal year 1951, as compared to the size of the Agency in the fiscal year 1948-49: (1) cryptographic clearances; (2) approval of transfers between component parts of the Agency; (3) clearances for assignment to duties as Alternate or Assistant Top Secret Control Officers; (4) clearances for access to special types of intelligence information; (5) interview of employees prior to their leaving the Agency, leaving for overseas duty, entering a period of extended leave of absence, or upon their transfer between vouchered and unvouchered categories; and [] activities not otherwise specified above.

25X1

SECRET

SECRET

PERSONNEL SECURITY DIVISION

The activity in connection with reviews by representatives of other agencies of the contents of CIA security files is expected to increase approximately 100%, or to approximately [] cases, inasmuch as the value of CIA security files to other agencies is becoming more widely known.

25X1

Also, [] interviews are expected to be conducted for the purpose of eliciting information pertinent to their individual security cases, or pertinent to security cases of other employees of the Agency.

25X1

No further requirements in personnel are anticipated in continuing the efficient operations of this Division in executing functions and objectives as set forth herein.

SECRET

Page Denied

SECRET

APPRAISAL SECTION

FUNCTIONS:

It conducts the evaluation activities of the Personnel Security Division.

It reviews investigation reports and related material, analyzing the contents of such reports, and recommends appropriate action on the basis of information consistent with Executive Orders, CIA Administrative Instructions, and such other internal regulations as may pertain to the employment or use of individuals by CIA. It receives reports of investigation conducted by the FBI or other Governmental agencies.

In addition to its evaluation activities on proposed applicants for employment by CIA the activities extend to investigation reports pertaining to individuals already employed by CIA

--

25X1
25X1

Where necessary a recommendation is made regarding the use of the individual by considering the information received in the light of the need for the use of the person concerned.

25X1

The evaluation of reports extends into the field where it is necessary to conduct a group study and overall survey of various branches or units of the Central Intelligence Agency. This Section also maintains a continuing review of cases handled in the past, both rejected and approved, in order that the significance of information recorded in or abstracted from files and the accuracy or nature of action taken or recommended may be kept current with changing conditions and new information.

The evaluation activities of the Section include the reviewing of exit interview reports, the review of partial or interim reports, the review of cases of personnel proposed for receipt of Top Secret information, the review of cases of personnel proposed for access to other highly

SECRET

SECRET

APPRAISAL SECTION

classified information, and the review of any material which may have a bearing on the security status of any individual employed, to be employed, or previously employed which may have a bearing on the security of other individuals or an organizational part of CIA.

ACCOMPLISHMENTS:

The accomplishments of this Section are reflected under the statement of "Accomplishments" by the Personnel Security Division. Except for the transfers between components of the Agency, exit interviews, files reviewed for other agencies and informational interviews, all categories of work units mentioned under this heading for the Division were processed through this Section for evaluation and recommendation. It should be noted that the total number of cases processed by the Section does not include the review of cases related to the particular one evaluated, and no figures are maintained on such related reviews.

OBJECTIVES AND JUSTIFICATIONS:

Attention is invited to the anticipated workload as set forth under the heading "Objectives" for the Personnel Security Division. The Appraisal Section will evaluate and make appropriate recommendations in each case processed by the Division except the transfers, exit interviews, files reviewed for other agencies, and informational interviews. No increase or reduction in personnel is anticipated to accomplish objectives as set forth.

SECRET

Page Denied

SECRET

REFERENCE SECTION

FUNCTIONS:

It maintains: (a) an all inclusive case file system containing the pertinent material concerning cases handled by the Personnel Security Division; and (b) the Reference Index file which contains information concerning organizations and individuals of interest to the Agency from a security standpoint. The Reference Index phase of the operation requires analysis of information available and determination as to the necessity for additional information, so as to maintain the file in a current status and with sufficiently complete information adequately to serve the requirements of the Personnel Security Division. All appropriate cases processing through Inspection and Security are routed through the Reference Section, so as to determine pertinent information contained both in the case file and the Reference Index systems. In addition to "a" and "b" mentioned above, the Section maintains a "Wheeldex" card record of each employee which sets forth certain pertinent security information concerning the individual. Also, a case control system is operated by the Section.

ACCOMPLISHMENTS:

It has maintained a control system in connection with the entire operations of the Personnel Security Division. This control system is the basis for periodic operational reports required of the Division, and is apprised at all times as to the status of each case in process in the Personnel Security Division. The volume of work performed by the Section is reflected in records of the Personnel Security Division and Appraisal Section. The organization is so constituted that the Reference Section is the final repository for all reports and memoranda of records emanating from those organizational units, as well as all other pertinent information which is finally made a part of the security files of prospective employees or former employees of the Central Intelligence Agency.

The "Wheeldex" system of records was initiated during the fiscal year 1949 and upon completion will be a source of pertinent security information with reference to any individual employed by CIA.

SECRET

SECRET

REFERENCE SECTION

OBJECTIVES AND JUSTIFICATIONS:

The objectives of the Section are to maintain current records for the level of production of the Personnel Security Division during the fiscal year. The functions presently performed will be increased by the anticipated added volume of the Division [REDACTED]

25X1

[REDACTED] It is the objective of the Reference Index phase of this Section to increase the flow of material catalogued for use by the Division. The acceleration of this activity will be based upon efforts to: (a) enlarge the amount of information with reference to entries already made; and (b) to make available such source material as to result in numerous new entries in the files.

25X1

SECRET

Page Denied

Next 16 Page(s) In Document Denied